

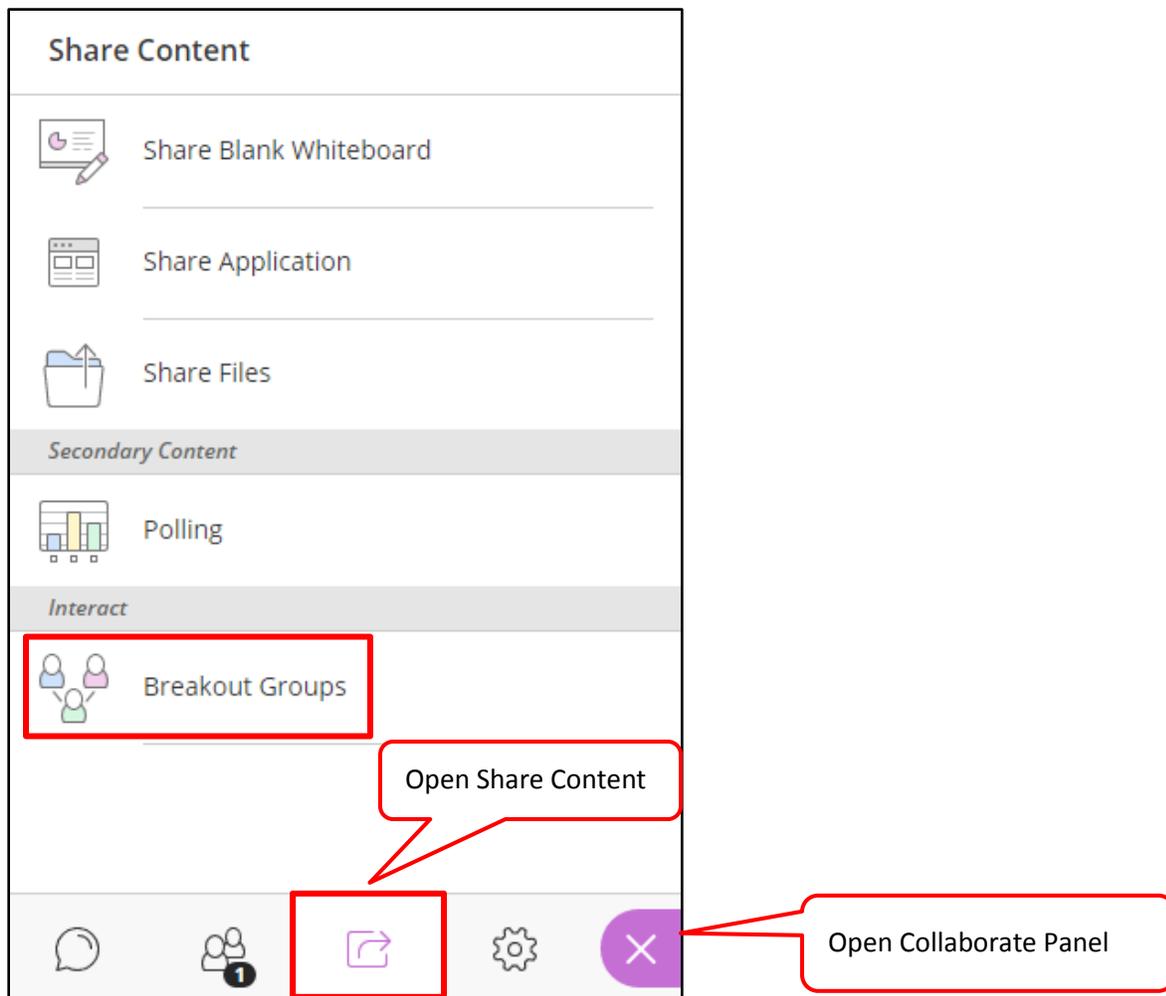
How to Create and Manage Breakout Groups in a Collaborate Ultra Session

In this handout you will learn how to:

1. How to create breakout groups
2. Monitor and manage breakout groups
3. End breakout groups

How to Create Breakout Groups

To create breakout groups, open *Collaborate Panel*, click *Share Content* tab, and select *Breakout Groups*. In breakout groups, each participant has a presenter role, so they can share content, and use whiteboard.



After selecting Breakout Groups, you have two options for assigning the groups that are randomly assign and custom assign.



Randomly Assign: Collaborate Ultra randomly assign your participants. It should be noted that this feature is only available when there are four or more participant in the Ultra session. By choosing this option, you can decide how many participants are in each group, and numbers of groups.

Breakout Groups

Assign Groups

Randomly assign

Include moderators in group assignment

Number of Groups

2

1 group of 4 participants

1 group of 3 participants

Allow participants to switch groups

Shuffle participants

Main Room

Deniz Uzunozmanoglu

1 member

Group 1

Anita

Cancel Start

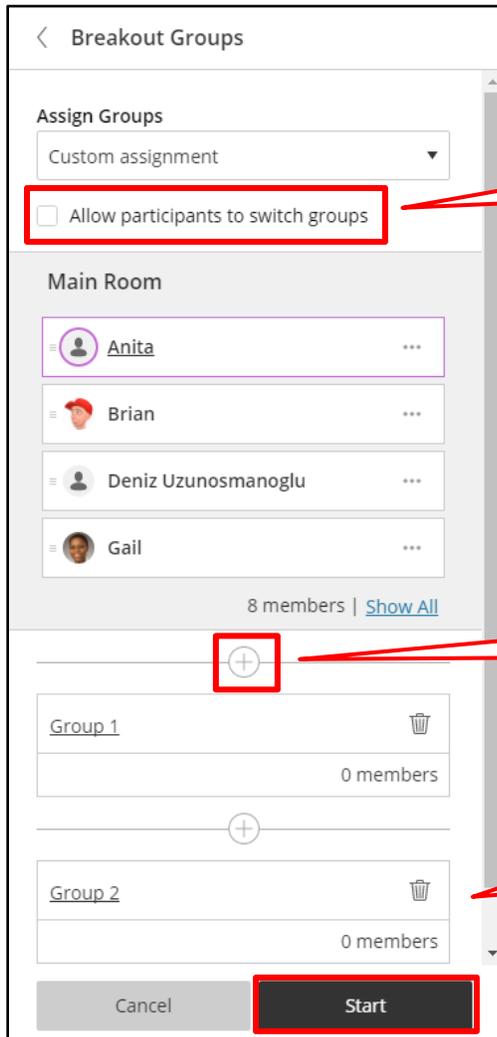
You can include yourself in a group.

You can select the number of groups.

You can allow participants to switch group.



Custom Assignment: By choosing this option, you can create the groups, and drag and drop the participants into the groups manually.

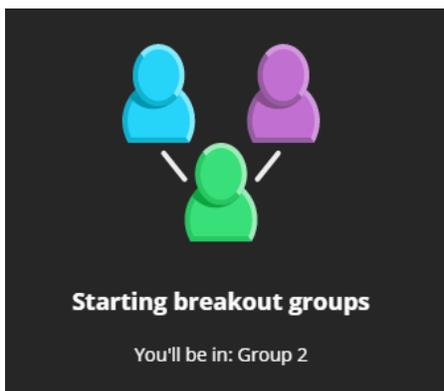


You can allow participants to switch group.

To create more groups, click + icon.

You can drag and drop participants into the groups.

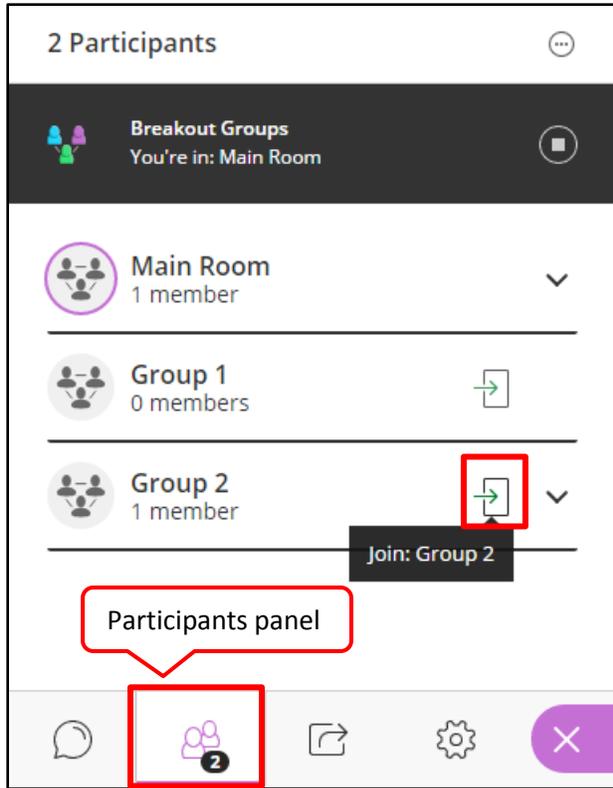
After starting the breakout groups, your participants will be moved in the groups, and see the following screen.



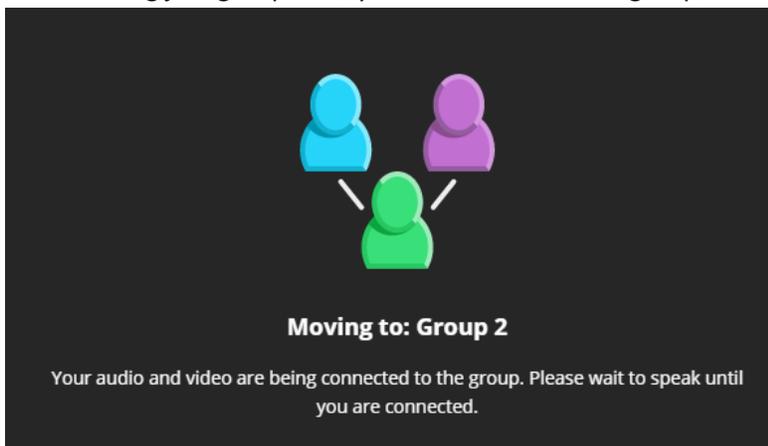


How to Monitor and Manage the Breakout Groups

After starting breakout groups, you can move between groups. To do so, click Participants panel, and click *Join Group* icon located next to the group name that you want to join.

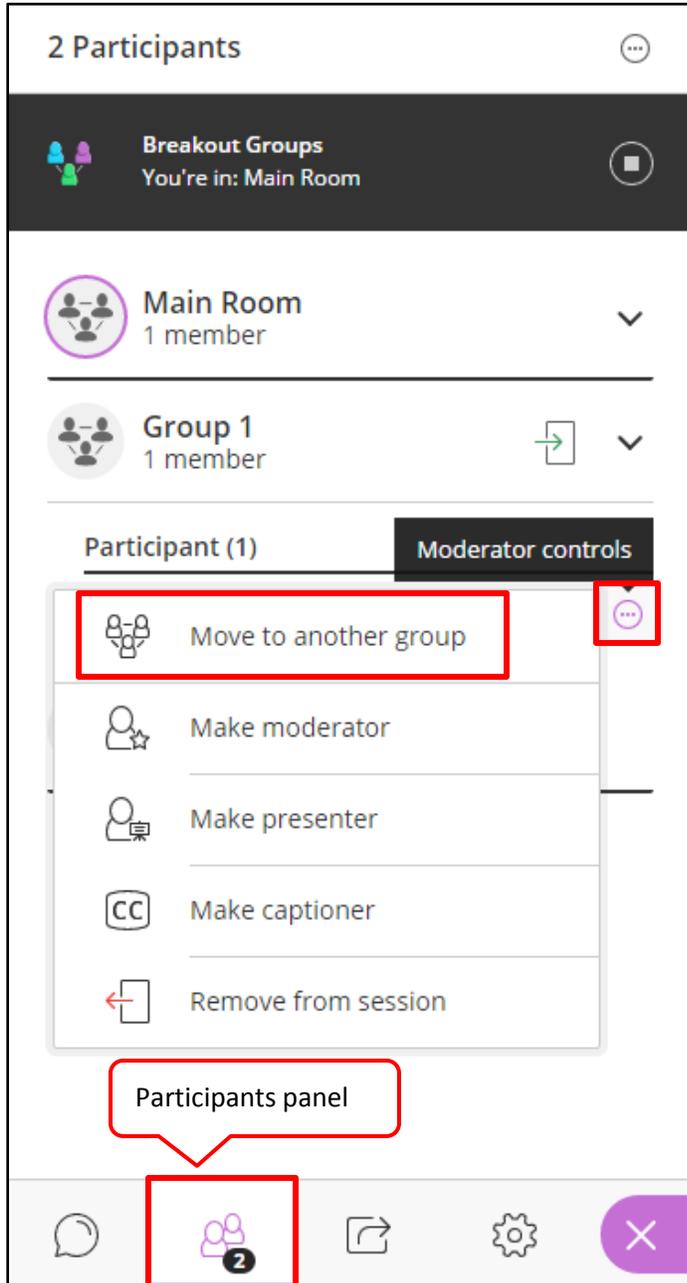


After clicking join group icon, you will be directed to group, and see the following screen.



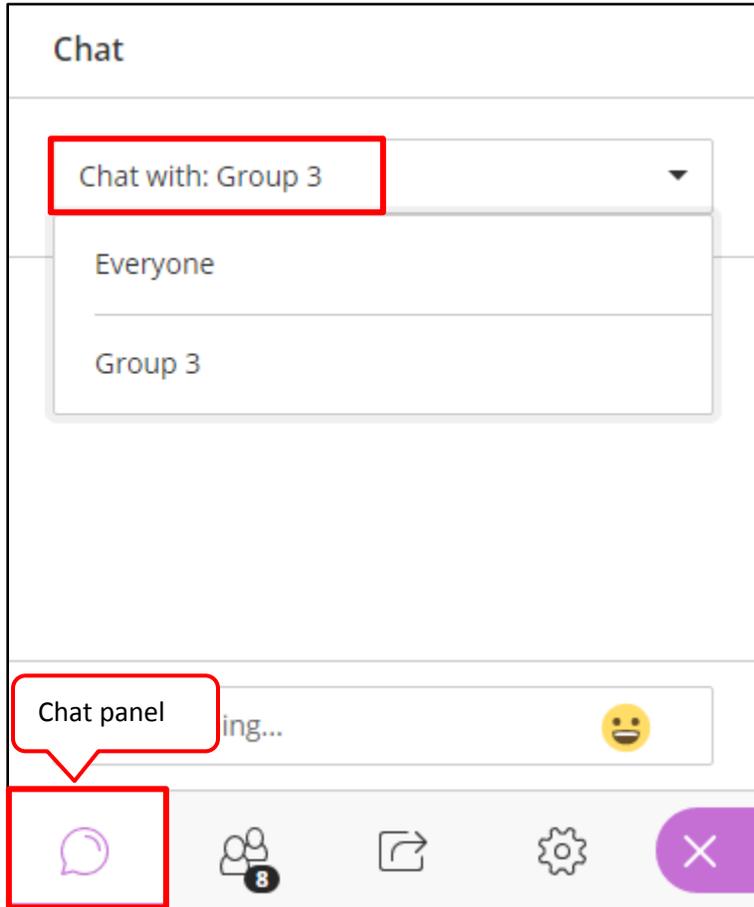


You can move participants to another groups, as well. Click *Participants* panel. Click *Moderator Control* icon for the participant you want to move to another group, and select *Move to Another Group* option. As you see, you can promote participants as moderator, presenter, or captioner for this group, as well. Additionally, you can remove participants from the session.





Additionally, participants have two chat options which are chat with everyone, and chat with your group using the *Chat* panel. On the other hand, moderators can chat with all groups and everybody.





How to End the Breakout Groups

You have two options to end the breakout groups. Firstly, when you are in the *Participants* panel, click end breakout groups icon. Secondly, when you are in *Share Content* panel, click end breakout groups icon.

